



INDUCTION OF EMPLOYEES & VOLUNTEERS POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

We provide an induction for all employees and volunteers in order to fully brief them about the setting, the families we serve, safeguarding, our policies and procedures, curriculum and daily practice.

Procedure

We have a written induction plan for all new staff, which includes the following:

- Introductions to all employees and volunteers [including management committee members].
- Familiarisation with the building, health and safety, and fire and evacuation procedures. Ensuring our policies and procedures are read and adhered to.
- Familiarisation with our safeguarding Policy and set of procedures and where to find key safeguarding contacts including LADO and MASH
- Introduction to the parents, especially parents of allocated key children where appropriate.
- Mandatory training that forms part of the induction process for staff, including Basic Child Protection, Prevent Duty, FGM (Female Genital Mutilation), GDPR, Paediatric First Aid, Level 2 Food Hygiene and Getting to Grips with the EYFS. Committee members are required to complete training in effective safeguarding, Prevent Duty, FGM, GDPR, Safer Recruitment (if they will be taking part in the recruitment process) and Role of the Trustee. Volunteers may/may not be required to have formal training.
- Familiarisation with confidential information in relation to any key children where applicable.
- Completion of mandatory HR forms
- Details of the tasks and daily routines to be completed.
- On the job training regarding EYFS, key working, observations, learning journal,
- An introductory supervision (reflective practise with line manager)
- The induction period lasts at least two weeks.
- The Pre School Lead, Out of School Club Lead and Office Manager induct new employees and volunteers. A member of the senior management team (Committee) inducts new managerial staff
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.

Following induction, we continue to support our Staff to deliver high quality performance through regular supervision and appraisal of their work.

This policy was adopted on:

15/11/2022

Date to be reviewed:

15/11/2025

Name of signatory:

Victoria Hutter

Role of signatory:

Chairman of the Committee

Signed:

15/11/2022